

YEAR END CHECK LIST



| COMPLETED | TASK |
|-----------|--|
| | Download all bank and credit card transactions |
| | Reconcile all bank and credit card accounts |
| | Void any uncleared transactions as of 9/31/2024 |
| | Enter all Petty Cash transactions in Petty Cash account |
| | Count Petty Cash on hand as of 12/31/2023 |
| | Balance Petty Cash account with receipts |
| | Verify any fixed assets: >\$600 &/or <1year life |
| | Enter any missing interest in loan payments or loan accounts |
| | Validate loan balances with lender information |
| | Enter any loan interest adjustments |
| | Create Profit & Loss Report and QuickZoom into transactions: |
| | Are the transactions in the appropriate account? |
| | Are all the transactions valid business transactions (not personal)? |
| | Any Reconciled Discrepancies that need to be reassigned? |
| | Any lingering transactions in Miscellaneous? |
| | Validate what has been assigned to meals |
| | Review expenses - % of income high or low? |
| | Compare practice software annual collections vs. QuickBooks Income |
| | Create & Review an Unpaid Bills Report (if applicable) |
| | Create and review Missing Checks Report |
| | Download all bank statements and CareCredit Reports |
| | Ensure W-9s are complete for independent vendors |
| | Create 1099s for qualified vendors (>\$600) by January 31st |
| | W-2s for employees by January 31st |
| | Archive a backup of the QuickBooks file ("QuickBooks 123123") |
| | Provide CPA QuickBooks Accountant's copy |
| | Provide CPA 2023 Practice Software Collections Report |
| | Provide CPA mileage and auto costs if applicable |
| | NEW YEAR TASK: QB Extreme Makeover? |
| | NEW YEAR TASK: Upgrade QuickBooks? |
| | NEW YEAR TASK: Update State Unemployment percentage |
| | NEW YEAR TASK: QuickBooks payroll, new W-4s |
| | NEW YEAR TASK: Review tax return from CPA |